



EL DORADO CORRECTIONAL FACILITY

1737 SE HWY 54, El Dorado, KS 67042



Visitor's Handbook

EL DORADO CORRECTIONAL FACILITY

Visitation Schedule

By Inmate's Last Name
Effective January 1, 2014

A – L

Saturday 8:30 – 11 a.m.
Sunday Noon – 2:30 p.m.

M – Z

Saturday Noon – 2:30 p.m.
Sunday 8:30 – 11 a.m.

Times rotate every 6 months

On the 1st weekend in January and 2nd weekend in June

Memorial Day	Mon. May 26, 2014	Saturday Schedule
Independence Day	Fri. July 4, 2014	Sunday Schedule
Thanksgiving Day (Only)	Thurs. Nov. 27, 2014	Saturday Schedule
Christmas Day (Only)	Thurs. Dec. 25, 2014	Sunday Schedule

Visitation Clerk
(316) 321-7284 Ext. 22558

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Policy Statement on Visiting

The Kansas Department of Corrections recognizes the importance of visitation in making a man's period of incarceration less difficult. With those men who have families, visiting privileges allow for the maintenance of family ties that may otherwise be lost. We also feel a man's motivation to improve his condition is affected in a positive way when he has regular visits from family and friends.

This handbook has been designed to inform visitors at EDCF of the facility's rules and regulations as they pertain to visitation. Rules and regulations in regard to visiting are necessary for all facilities. This handbook as well as our visiting program has been set up to provide a fair, wholesome and safe environment for visitors, inmates and staff. All EDCF staff assigned to the visitation area shall strictly enforce all visiting rules and regulations in a polite and professional manner.

Keep in Mind

EDCF is highly resistant to making exceptions to the regulations outlined in this handbook.

Although we feel visitation is an important element in the correctional process, your visiting privileges can be revoked / suspended for violating our rules and regulations. Please read this handbook carefully to avoid any unnecessary delay or interruption of your visiting privileges.

Visitor Dress Code

The following type of clothing **will be considered INAPPROPRIATE attire** for visiting:

- A. See-through attire
- B. Tank tops
- C. Halter tops
- D. Tube tops
- E. Spaghetti strap or tie-tops
- F. Braless attire
- G. Backless shirts or dresses
- H. Undergarments showing
- I. Low cut neckline or clothing that reveals any part of the breast
- J. Clothing that reveals bare shoulder, bare midriff
- K. Skirts or dresses that do not cover the knee while in a sitting position or has a slit that goes above the knee
- L. Spandex, leggings, jeggings or any other stretch / form fitting clothing
- M. Wrap skirts or shirts
- N. Pajamas or sleep attire
- O. Hats or other headwear (excluding religious tenet)
- P. Sunglasses
- Q. Red hooded sweatshirts
- R. Collared, blue / denim button up or white T-shirts
- S. Tear away clothing
- T. Overalls
- U. Foot wear must be worn at all times, open toe shoes are acceptable i.e. flip flops/sandals
- V. Shorts: except for those who are 10 years of age or under.
- W. Clothing with holes / tears / scratches or rips, factory made or otherwise, despite whether or not they are all the way through the material
- X. Attire that promotes violence, illegal activities, STG affiliation or are of a sexual nature
- Y. Attire that promotes alcohol and/or tobacco products

Regardless of age, all visitors allowed into the facility must be dressed in compliance with this dress code. All clothing considered to be outer garments shall be removed during the entry process. The clothing underneath the outer garments must be suitable for entry into the facility. For example, a visitor will not be allowed to enter with a tank top on even if the visitor has another garment to put over the tank top.

The above mentioned list includes clothing that is not acceptable; however, this list is not meant to be all-inclusive. **EDCF reserves the right to deny any visitor when it is determined a visitor's dress is not appropriate, even though they may not be wearing one of the previously listed items of apparel.**

General Information

1. **Entering For Visitation:** Visitor traffic on the facility perimeter road is prohibited. Park vehicle in designated visitor's parking area in North parking areas. Vehicle windows and doors must be completely closed and locked during visitation. Proceed to the Visitors Reception Desk located inside the Administration Building. Await further instructions for check-in-procedures. Visitors are not permitted in the visiting room until fully processed.

Medical Warning
MICROWAVES IN USE

2. **Exiting The Facility:** To exit the facility, proceed back through the same door you entered upon arrival. Once you have left the facility, you will not be permitted to re-enter.

3. **Control Center:** Before the visit, you must produce a valid picture ID. If you are unable to provide valid ID, access to the visiting room will be denied. Driver's license, government ID and passport are accepted for identification purposes. A birth certificate may be utilized for minors.

All visitors must fill out a Visitor's Registration Form. (Full completion of this form is required each time you visit). Any person refusing to complete this form will be denied access to visitation.

Visitor's
Registration Form
Full completion of this
form is required each time
you visit.

All persons entering must pass a metal detector screening. Any person(s) refusing to comply with any part of the check-in process will be denied visitation. Any person(s) making a disturbance during visiting registration will be denied visiting access. You will be allowed 3 attempts to pass the metal detector. If you fail to pass on the third attempt, you will not be allowed to enter the facility unless you have a medical device and a doctor's note approving the device. In these cases, you will be pat searched in the area of detection. All medical devices that do not allow a person to pass through the metal detector require the person to present a medical approval from a doctor.

4. **Lockers:** Visitors must leave purses, wallets, keys, make-up of any kind (to include lip balm) candy/lozenges, photographs etc., in lockers located in the reception area. Electronic devices (i.e. pager, cameras and cell phones) are not

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allowed. They must be secured in the visitor's automobile when possible. Cell phones must be shut off and secured in a locker ONLY in the event you have been dropped off in order contact your ride at the conclusion of your visit. EDCF assumes no responsibility for any lost or stolen items. All loose items in your pockets must be placed in a locker with the exception of coins and tokens.

5. **Personal Property and/or Money:** “Under No Circumstances Will Personal Property and/or Money Be Accepted During Visitation.”
6. **Inmate Deposits:** As specified in IMPP 04-103 Inmate Trust Funds, all deposits to inmate accounts are required to be completed electronically through a vendor(s) contracted by the department to conduct such transactions. Please contact the visitation clerk for the location of the KIOSKS.
 IMPP 04-103
 Inmate Trust Funds
7. **Seating:** Tables with attached seating are provided. Tables shall not be moved from their original position. Additional chairs may be requested when three or more visitors visit one (1) inmate, or if the visitor has a medical condition documented by a physician, these extra chairs shall not be utilized to manipulate contact between visitor and inmate. Sitting on the table tops or laying ones head on the table is prohibited.
8. **Hospice Visitation:** Any inmate that is on the Hospice care list that has taken a turn for the worse may have the UTM or CCII of infirmary get approval from the DWP for visits during the week and weekend. If an inmate is not expected to live through the next couple of days the UTM will contact the family member and set up a hospice vigil visitation schedule. During a Vigil visitation the family member(s) are allowed to arrive at 8 a.m. and stay until count time at 3:30 p.m. and then return at approximately 4:30 p.m. until 10:00 p.m. If CCS staff feels that death is imminent then at the discretion of the shift supervisors they may be allowed to re-enter the facility after formal count has cleared.
9. **Infirmary Visitation:** Visitation for inmates housed in the infirmary shall occur in the visitation room unless the inmate is bedridden or on narcotic medications. There will not be any all-day visits approved for non-hospice inmates in the infirmary; if they can visit in the visitation room then the inmate must request the visit from Monday through Wednesday of the week of the visit. There will not be any visitation for administrative segregation inmates in the infirmary area.
 THERE WILL NOT
 BE ANY
 VISITATION FOR
 ADMINISTRATIVE
 SEGREGATION
 INMATES IN THE
 INFIRMARY AREA.

Visitation privileges are determined by the incentive level assigned to each inmate in the following manner:

- **Intake Level / Level 0** - Inmates assigned to the Intake Level are limited to visits from attorneys, clergy, and law enforcement.
- **Level I** - Inmates assigned to Level I are limited to visits from attorneys, clergy, law enforcement, a primary visitor, and immediate family members.
- **Levels II & III** - Inmates assigned to Levels II and III are allowed visits from any approved visitors per the provisions of this IMPP.

Who May Visit?

It is policy of the facility not to allow any person under the age of 18 to visit unless that person is an immediate family member of the inmate, i.e. sibling, step-sibling, child, step-child, grandchild, or spouse. All persons under the age of 18 who are members of the immediate family; except for a spouse, may not visit unless they are accompanied by a parent, legal guardian vesting the person with authority to transport and supervise the minor child on the premises of this facility for the purpose of visiting an inmate. Nieces, nephews and cousins are not considered immediate family.

*Visitors may arrive no earlier than 30 minutes prior to the start of the scheduled visitation sessions to allow for processing. Visitors must arrive before 10 a.m. and 1:30 p.m., after which you will not be able to visit. All visits are permitted on a space available basis.

Administrative Segregation (Control Units):

- A. All segregation inmates located in A, B and C cell house will have only video visitation privileges on Saturday, Sunday and state-observed holidays. In video visitation, a visitor will visit with the inmate from a video visitation booth located in the EDCF Visitation area. Segregation inmates will be located in the cell house in a video booth. The visit is conducted by video monitor and phone receiver. Visits are scheduled by the inmate's visitor calling the visitation clerk between the hours of 8 a.m. and 4 p.m., Monday through Friday (except holidays), at least 48 hours in advance. Visits must be scheduled during the week of the actual visit. Visits must be scheduled for one-hour blocks, which may be extended another hour pending prior approval and space availability. Visits begin at 8 a.m. and end at 1:40 p.m. Inmate visitors may schedule a one-hour block on both Saturday and Sunday.
 - B. Limited seating will prevent all-day visits for general population inmates unless previously approved. Inmates will be responsible to contact the Unit Team Manager/Counselor to arrange these special all-day visits. The UTM will review all special requests for approval or disapproval. All requests must be turned in by Wednesday at noon. There is a maximum of 12 all-day visits on Saturday and 12 all-day visits on Sunday each week. There are no all-day visits scheduled on any holiday. The Unit Team staff will need the following information from the inmate: names of all persons who will visit, what time they will arrive, and the date of the visit. All-day visits may be approved on a case-by-case basis subject to distance traveled, available seating, frequency of visits and inmate behavior.
- INMATES ARE RESPONSIBLE FOR CONTACTING THE UTM / COUNSELOR TO ARRANGE SPECIAL ALL-DAY VISITS
- Inmates, who receive disciplinary conviction KAR 44-12-312 Illicit drug use, will be placed on 180-day non-contact visitation.

Frequently Asked Questions

1. What is permitted in the visiting area?

Laying or sitting on the floor unless playing with minor children in the play area, or sitting on the table tops shall not be permitted. Personal toys and games shall not be permitted. A small clear coin purse is permissible with twenty (\$20) dollars in coins and/or fifty (\$50) in tokens per inmate visit. No paper money (or pennies). Inmates shall not handle coins OR tokens. Vending machines and microwaves are to be used only by visitors.

2. Will someone at EDCF watch my children while visiting?

NO. Parents and guardians are responsible for the supervision and behavior of their children. Your visit may be terminated if your children are being disruptive in any manner. Persons of any age or pets shall not be left unattended in automobiles.

3. If I bring someone with me who is not going to visit, is there a place he/she can wait for me?

There is no waiting area, do not bring someone who cannot visit if the are intending to wait for you at the facility. No one is permitted to sit in a vehicle in the parking lot to wait. Anyone who is not visiting shall be required to exit the facility grounds.

4. I understand each inmate is allowed to have 20 visitors on his list. Can all visitors come to visit at the same time?

Due to space constraints the number of visitors shall be held to a reasonable number (up to 5). The visiting officer may terminate visits due to space limitations. The limit for persons in the non-contact or video visiting booth shall be three (3). An inmate is entitled to one visit each Saturday, Sunday and approved holidays. Once a visit is established subsequent visitors will not be allowed entrance. Visitors will be allowed on a first come, first serve basis. All visitors participating in the visit must be processed simultaneously.

5. Visitation of More Than One (1) Inmate:

Unless you are a relative and have more than one immediate family member incarcerated at this facility, multiple visits are not permitted. Visiting Program Sponsors and clergymen are exempt from this regulation when approval is received in advance from facility staff.

Due to space constraints the number of visitors shall be held to a reasonable number (up to 5). The visiting officer may terminate visits due to space limitations. The limit for persons in the non-contact or video visiting booth shall be three (3). An inmate is entitled to one visit each Saturday, Sunday and approved holidays. Once a visit is established subsequent visitors will not be allowed entrance. Visitors will be allowed on a first come, first serve basis. All visitors participating in the visit must be processed simultaneously.

6. Private Visiting:

A private visiting area is provided for consultation by attorneys and clergy, or other persons having a statutory right of privileged communication to permit confidential conversations. Arrangements for this type of visit may be made during normal working hours by contacting the facility attorney or chaplain 24 hours prior to requested day of visit. There are special requirements for this type of visits which will be explained by the person of contact.

7. Personal Contact:

Embracing and kissing at the beginning and end of each visit is permitted for the first and last minute. The visit will be terminated for other contact that is considered to be in poor taste. Handholding/contact from the elbow to wrist is the only permissible contact during the visit. Any contact above elbow (to include neck and chest area of visitor or inmate) is considered excessive touching.

There is to be no interaction between an inmate and a visitor that is not on that inmate's approved visitor list. Moving from table to table is not allowed by visitors or inmates. Inmates and their visitors are not allowed to have physical contact with another inmate's visitors (i.e. hand-shaking, holding a child of another inmate/visitor, embracing or kissing another inmate's visitor, etc.). Movement to the restrooms, security station and children's play area is permitted. No sitting or lying on the floor of the play area. Strolling is prohibited.

8. Why would my visiting privileges be suspended?

A visit may be denied or terminated under the following circumstances by the unit team manager or in the unit team manager's absence, by the highest ranking security officer on duty:

- 1) Visitors under the influence of drugs or alcohol
- 2) Insufficient space is available
- 3) Refusal of visitor(s) to submit to search procedures per IMPP 12-11
- 4) Refusal or failure to produce sufficient identification or the falsifying of information by the visitor
- 5) Violation of facility visiting rules by visitor or inmate
- 6) Failure to properly supervise children
- 7) Excessive physical contact by the visitor and inmate. Contact visits are limited to an embrace or kiss briefly at the beginning and at the end of the visit
- 8) Reasons necessary to preserve the security of the facility and reasonable order in the visiting area
- 9) Visitors who were found in possession of a cell phone, narcotics, and or tobacco products during the searching procedures.

Note

Visitors can be searched to prevent the introduction of any item considered to be contraband if taken into or from a facility. This includes but not limited to cell phones, narcotics, tobacco, tobacco-related items and alcohol products.

9. What If I am a victim of the inmate but I would like to visit the inmate?

This does not mean that you will not be allowed to visit. If you are a victim of the inmate, you must indicate this on your visiting application, the officer of Victim Services (OVS) will contact you for more information. If you have question about this process, please call OCS toll free at (866) 404-6732.

10. What happens in the Event of an Emergency?

This facility has protocols based on the nature of most emergency situations. An officer will brief you on the event and direct you to the nearest safe zone.

11. If I am on probation or parole, will I be allowed to visit?

If you are on probation or parole and have an immediate family member incarcerated at EDCF (i.e. brother, son, father), you will be allowed to visit only after one year of successful probation or parole and receive permission from your probation or parole officer and the Warden at EDCF. This request will be initiated by you through your probation or parole officer.

12. If I am an ex-employee (includes contract personnel of EDCF), can I visit an inmate at the institution?

KAR 44-7-104 totally restricts visitation for a period of two years following departmental employment. After two years have elapsed, you may be considered for visiting privileges. Final approval rests with the Warden.

Responsibility of Children

Note

EDCF assumes NO responsibility for injuries to children under the supervision of parents or guardians while on EDCF grounds.

If a visitor brings in a child of whom they do not have lawful / residential custody the following needs to be filled out which states:

I, Full Name of Parent/Guardian give permission for Visitor Full Name to bring Child's Full Name to the El Dorado Correctional Facility to visit Inmate Full Name.

The document **must be notarized** and given to the visitation officers along with a birth certificate at time of visit.

Diaper bags

The contents of diaper bags shall be limited to:

- (6) diapers
- (3) plastic (see through) bottles
- (1) clear dispenser/baggie of wet wipes
- (1) change of clothes for the infant
- (1) infant blanket no larger than a standard receiving blanket
- (1) pacifier
- (1) baby/toddler food in factory sealed (plastic) containers only.

* Dry formula may be placed in bottle before entering the visitation area. Open formula containers shall not be permitted in the visitation area.

*All contents of the diaper bag are subject to search.

Breastfeeding

Mothers shall be allowed to breastfeed a child while visiting and the feeding may take place in the visiting room.

Handicap Assistance

If you are handicapped and need assistance with a wheelchair, notify a staff member, who will ensure that proper assistance is obtained.

Prison Rape Elimination Act (PREA)

It is the top priority of the Kansas Department of Corrections to educate staff, inmates and the general public about the Prison Rape Elimination Act, which was signed into law in 2003. Our goal at EDCF is to eliminate sexual assaults in the facility. Inmates in the facility are encouraged to report such occurrences immediately to staff or via the hotline to assist them in that reporting. If you receive any such information about such an incident, you are encouraged to contact the EAI Department at EDCF by calling (316) 321-7284 ext. 22017. The warden of the facility has established a zero tolerance level for such activity.

Warning

21-5919: Traffic in Contraband in a Correctional Institution

(a) Traffic in contraband in a correctional institution or care and treatment facility is, without the consent of the administrator of the correctional institution or care and treatment facility.

(1) Introducing or attempting to introduce any item into or upon the grounds of any correctional institution or care and treatment facility.

(2) Taking, sending, attempting to take or attempting to send any item from any correctional institution or care and treatment facility.

(3) any unauthorized possession of any item while in any correctional institution or care and treatment facility;

(4) distributing any item within any correctional institution or care and treatment facility;

(5) supplying to another who is in lawful custody any object or thing adapted or designed for use in making an escape; or

(6) introducing into an institution in which a person is confined any object or thing adapted or designed for use in making an escape.

(b) Traffic in contraband in a correctional institution or care and treatment facility is a;

(1) Severity level 6, nonperson felony, except as provided in subsection (b)(2) or (b)(3);

(2) severity level 5, nonperson felony if such items are

(A) Fire arms, ammunition, explosives or a controlled substance which is defined in K.S.A 2010 Supp. 21-36a01, and amendments thereto, except as provided in subsection (b)(3);

(B) defined as contraband by rules and regulations adopted by the secretary of corrections, in a state correctional institution or facility by an employee of a state correctional institution or facility, except as provided in subsection (b)(3);

Contact Information

Inmate Calling Solutions

- 1-888-506-8407 www.icsolutions.com

Access Secure Deposits

- 1-866-345-1884 www.inmatedeposits.com

JPay

- 1-800-574-5729 www.JPay.com

Union Supply Direct (Inmate Packages)

- 1-855-247-0561 www.KSinmatepackage.com

EDCF Mailing Address

Inmate Name and DOC Number
P.O. Box 311
El Dorado, KS 67042

Kansas Adult Supervised Population Electronic Repository (Offender Search)

- www.doc.ks.gov/kasper

Frequently Asked Questions FAQ's

- <http://www.doc.ks.gov/facilities/faq>

Reminders

Please remember to:

- Leave cell phones in your vehicle. If you are dropped off you may bring your phone inside and secure it in a locker to call your ride when visitation is over.
- No weapons, alcohol, tobacco, lighters, or contraband of any kind are allowed inside the building and must be left in your vehicle.
- Make sure your vehicle is secured, windows rolled all the way up and doors are locked.

In the event you have a problem or questions at any time during your visit, please consult with the Visitation Staff Sergeant or Security Shift Supervisor on duty.

Violation of any of these visiting regulations and/or any inappropriate physical or verbal behavior toward any staff member may result in termination/suspension of visiting privileges to maintain the safety and security of the El Dorado Correctional Facility.